

PENGELOLAAN JURNAL ONLINE UNIKA WIDYA MANDALA SURABAYA (EDITOR DAN REVIEWER)

Vincentius Widya Iswara

**PERPUSTAKAAN, GEDUNG AGUSTINUS LANTAI 4
Kamis, 30 November 2017**

Agenda

- Pengantar Jurnal Online UKWMS
- Administrasi Author
- Administrasi Editor
- Administrasi Reviewer

Pengantar Jurnal Online UKWMS

MENGAPA ONLINE?

- Surat Edaran DIKTI nomor 1223/E/T/2012 tentang Kewajiban Penerbitan Terbitan Berkala Ilmiah secara online (nomor 1)

Sesuai dengan Peraturan Menteri Pendidikan Nasional Nomor 22 Tahun 2011 tentang Terbitan Berkala Ilmiah khususnya Pasal 8 point f disampaikan, bahwa Terbitan Berkala Ilmiah yang akan diakreditasi harus diterbitkan secara tercetak dan secara elektronik melalui jejaring teknologi informasi dan komunikasi. Sehubungan dengan hal tersebut, dengan ini kami sampaikan hal-hal sebagai berikut.

1. Terbitan Berkala Ilmiah yang akan diakreditasi selain diterbitkan secara tercetak diharuskan diterbitkan secara elektronik (*online*).
2. Bagi Pengelola Terbitan Berkala Ilmiah yang sedang mengajukan proses penilaian akreditasi tahun 2012, agar segera menerbitkan juga secara elektronik. Apabila hingga selesai proses penilaian masih belum dapat menerbitkan secara elektronik, kami akan menunda penyampaian hasil penilaian sampai kami memperoleh konfirmasi bahwa Berkala Ilmiah tersebut telah diterbitkan secara elektronik dan dapat kami telusuri.

LANJUTAN MENGAPA ONLINE?

- Surat Edaran Dikti No 1864/E4/2015 tanggal 15 Oktober 2015 perihal PAK Dosen, pada no 2 Karya ilmiah jurnal harus dapat ditelusur secara online.

Dalam rangka meningkatkan pelayanan penilaian angka kredit dosen untuk kenaikan jabatan fungsional/pangkat dosen secara terintegrasi dengan kebijakan pangkalan data pendidikan tinggi (PDDIKTI), Kementerian Riset, Teknologi dan Pendidikan Tinggi telah melakukan peningkatan upaya layanan dalam penilaian terhadap usulan penetapan angka kredit untuk kenaikan jabatan fungsional/pangkat dosen ke jenjang Lektor Kepala dan Guru Besar/Profesor. Dalam pelaksanaannya, sejak bulan Juli tahun 2011 penilaian angka kredit dosen telah dilakukan oleh Tim PAK Pusat secara semi online yaitu proses penilaian angka kredit dilakukan melalui berkas usulan secara offline (dokumen fisik), proses pengadministrasian berkas/dokumen dilakukan secara online melalui laman: pak.dikti.go.id dan karya ilmiah di jurnal harus bisa ditelusuri secara online dan dinilai oleh Tim PAK Pusat dengan mempergunakan format yang disediakan melalui laman pak.dikti.go.id. Mulai bulan Juni Tahun 2015 Direktorat Jenderal Sumber Daya Ilmu Pengetahuan, Teknologi, dan Pendidikan Tinggi, Kementerian Riset, Teknologi dan Pendidikan Tinggi akan melaksanakan penilaian dan pengadministrasian secara *paper less/online*. Berkenaan dengan hal tersebut, dengan ini kami sampaikan mekanisme pengusulan penilaian penetapan angka kredit kenaikan jabatan fungsional/pangkat dosen jenjang Lektor Kepala dan Guru Besar/Profesor pada Perguruan Tinggi:

LANJUTAN MENGAPA ONLINE?

- Surat Edaran Dikti No 1864/E4/2015 tanggal 15 Oktober 2015 perihal PAK Dosen, pada no 2 Karya ilmiah jurnal harus dapat ditelusur secara online.

2. Karya ilmiah yang diterbitkan pada jurnal dan prosiding hasil seminar yang diusulkan untuk kenaikan jabatan fungsional/pangkat dosen harus dapat ditelusuri secara online. Karya ilmiah yang diterbitkan pada jurnal sebelum tanggal 30 Desember 2011 wajib diunggah di *repository* perguruan tinggi dan yang diterbitkan sesudah tanggal 30 Desember 2011 harus dimuat dalam laman jurnal. Sedangkan bagi prosiding hasil seminar hanya dalam bentuk hardcopy/CD yang diterbitkan sampai dengan 30 Desember 2015 wajib diunggah di *repository* perguruan tinggi dan yang diterbitkan sesudah tanggal tersebut wajib dimuat pada laman penyelenggara seminar/konferensi atau pada laman penyedia elektronik prosiding.

LANJUTAN MENGAPA ONLINE?

- Surat Edaran Dikti No 193/SE/2015 tanggal 10 Desember 2015

Nomor : 193/E/SE/XII/2015

10 Desember 2015

Lampiran : -

Hal : **Surat Edaran Akreditasi Jurnal Ilmiah
Secara Elektronik**

Kepada Yth:

1. Rektor Universitas/Institut
2. Direktur Politeknik/Akademi
3. Ketua Sekolah Tinggi
4. Koordinator Kopertis Wilayah I s/d XIV
5. Kepala Litbang Kementerian/LPNK
6. Ketua Pengelola Jurnal

Sehubungan dengan Peraturan Menteri Pendidikan dan Kebudayaan Nomor 49 Tahun 2014 tentang Standard Nasional Pendidikan Tinggi dan Peraturan Direktur Jenderal Pendidikan Tinggi Nomor 1 Tahun 2014, dengan ini kami sampaikan hal-hal berikut:

1. Mulai tanggal 01 April 2016, Direktorat Jenderal Penguatan Riset dan Pengembangan Direktorat Pengelolaan Kekayaan Intelektual hanya menerima dan memproses usulan akreditasi jurnal (terbitan berkala) ilmiah nasional yang telah dikelola secara elektronik, sehingga proses penilaian akan lebih mudah, cepat, akurat dan transparan.

LANJUTAN MENGAPA ONLINE?

- Surat Edaran Dikti No 193/SE/2015 tanggal 10 Desember 2015

3. Untuk memudahkan pengelolaan, e-jurnal harus dikelola secara elektronik menggunakan aplikasi *open journal systems* (OJS) atau aplikasi pengelolaan jurnal elektronik lainnya.
4. Proses akreditasi jurnal secara elektronik diatur dengan Pedoman Akreditasi Terbitan Berkala Ilmiah yang dapat diunduh dari Arjuna.
5. Agar Pengelolaan jurnal ilmiah dapat terselenggara dengan baik perlu difasilitasi dengan antara lain: ruangan, sarana dan prasarana (peralatan computer, printer, jaringan internet) serta sumber daya manusia.
6. Jumlah dan kualitas e-jurnal di suatu lembaga akan digunakan untuk menjadi salah satu kriteria penilaian kinerja penelitian lembaga.

UNSUR BOBOT PENILAIAN AKREDITASI JURNAL

Unsur Penilaian	Bobot
Penamaan Terbitan Berkala Ilmiah	3
Kelembagaan Penerbit	4
Penyuntingan dan Manajemen Pengelolaan Terbitan	17
Substansi Artikel	39
Gaya Penulisan	12
Penampilan	8
Keberkalaan	6
Penyebarluasan	11
Jumlah	100

Status	Nilai Total	Peringkat
Terbitan Berkala Ilmiah Terakreditasi Nasional	> 85	A (sangat baik)
Terbitan Berkala Ilmiah Terakreditasi Nasional	70-85	B (baik)
Terbitan Berkala Ilmiah Tidak Terakreditasi	< 70	Tidak Terakreditasi

AKREDITASI JURNAL

3.1 Syarat Akreditasi Terbitan Berkala Ilmiah

Terbitan berkala ilmiah yang diajukan untuk akreditasi harus memenuhi persyaratan-persyaratan sebagai berikut.

- a. Memiliki ISSN baik dalam versi elektronik (e-ISSN) dan atau cetak (p-ISSN) bila terbitan terbit dalam dua versi.
- b. Mencantumkan persyaratan etika publikasi (*publication ethics statement*) dalam laman *website* jurnal.
- c. Terbitan berkala ilmiah harus bersifat ilmiah, artinya memuat artikel yang secara nyata mengandung data dan informasi yang memajukan pengetahuan, ilmu, dan teknologi serta seni.
- d. Terbitan berkala ilmiah telah terbit paling sedikit 2 tahun berurutan, terhitung mundur mulai tanggal atau bulan pengajuan akreditasi.
- e. Frekuensi penerbitan berkala ilmiah paling sedikit 2 kali dalam satu tahun secara teratur.
- f. Jumlah artikel setiap terbit sekurang-kurangnya 5 artikel, kecuali jika berbentuk monograf.
- g. Tercantum dalam salah satu lembaga pengindeks nasional (*Indonesian Scientific Journal Database* (ISJD), Portal Garuda, Pustaka Iptek dan/atau yang setara).

TERINDEKS DOAJ

4) Journal ISSN (print version) *

Only provide the print ISSN if your journal has one, otherwise leave this field blank. Write the ISSN with the hyphen "-" e.g. 1234-4321.

5) Journal ISSN (online version) *

Cannot be the same as the P-ISSN. Write the EISSN with the hyphen "-" e.g. 1234-4321.

TERINDEKS DOAJ

13) Does the journal have article processing charges (APCs)? *

- ☐ Yes
☐ No

14) Enter the URL where this information can be found *

17) Does the journal have article submission charges? *

- ☐ Yes
☐ No

18) Enter the URL where this information can be found *

KEBIJAKAN AKSES

TERINDEKS DOAJ

Quality and Transparency of the Editorial Process

36) What is the URL for the Editorial Board page? *

A journal must have an editor and an editorial board. Only in the case of Arts and Humanities journals we will accept a form of editorial review using only two editors and no editorial board. Where an editorial board is present, members must be clearly identifiable with their names and affiliation information.

37) Please select the review process for papers *

38) Enter the URL where this information can be found *

This field is optional if you have selected "None" above.

39) What is the URL for the journal's Aims & Scope *

40) What is the URL for the journal's instructions for authors? *

41) Does the journal have a policy of screening for plagiarism? *

- ☐ Yes
☐ No

If "No" proceed to question 43.

43) What is the average number of weeks between submission and publication? *

TERINDEKS DOAJ

How Open is the Journal?

Please remember that **all** the content of the journal you are applying about **must** be available **immediately** upon publication.

44) What is the URL for the
journal's Open Access
statement? *

TERINDEKS DOAJ

Content Licensing

[Copyright & Licensing help](#)

45) Does the journal embed or display licensing information in its articles? *

- ☐ Yes
☐ No

For more information go to http://wiki.creativecommons.org/CC_REL

If "No" proceed to question 47.

47) Does the journal allow reuse and remixing of content in accordance with a Creative Commons license or *other* type of license with similar conditions (Select 'Other')? *

- ☐ CC BY
☐ CC BY-NC
☐ CC BY-NC-ND
☐ CC BY-NC-SA
☐ CC BY-ND
☐ CC BY-SA
☐ Other

For more information go to <http://creativecommons.org/licenses/>

49) Enter the URL on your site where your license terms are stated

50) Does the journal allow readers to *read, download, copy, distribute, print, search, or link to the full texts of its articles* and allow readers to *use them for any other lawful purpose*? *

- ☐ Yes
☐ No

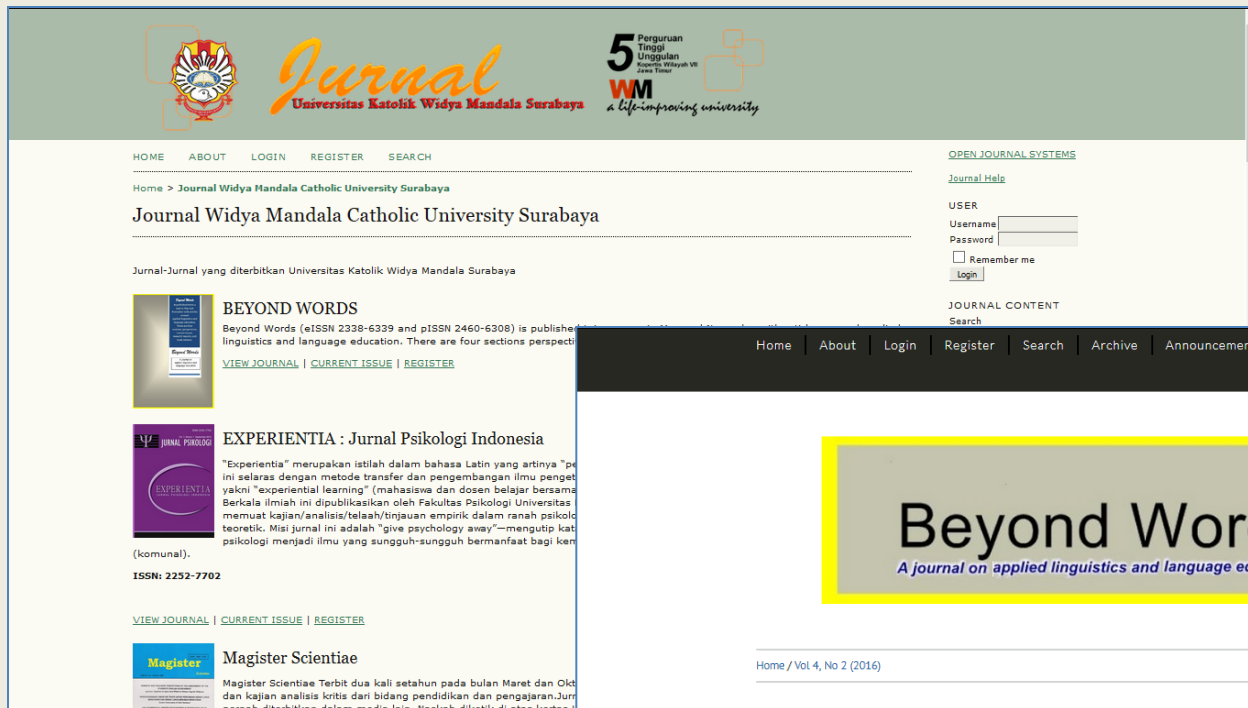
From the [Budapest Open Access Initiative's definition of Open Access](#).

51) With which deposit policy directory does the journal have a registered deposit policy? *

- ☐ None
☐ Sherpa/Romeo
☐ Dulcinea
☐ Héloïse
☐ Diadorim
☐ Other

Select all that apply.

Tampilan OJS UKWMS



BEYOND WORDS
Beyond Words (eISSN 2338-6339 and pISSN 2460-6308) is published twice a year in May and November with articles around applied linguistics and language education. There are four sections perspectives, current issues, research reports, and book reviews.

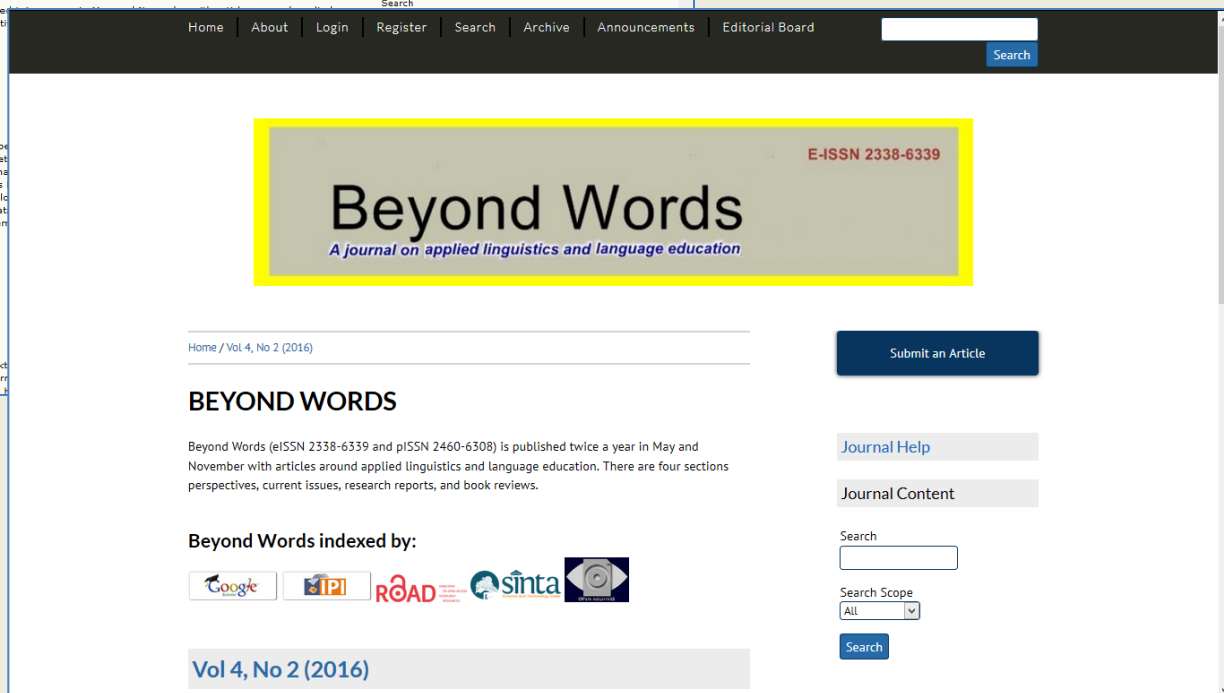
[VIEW JOURNAL](#) | [CURRENT ISSUE](#) | [REGISTER](#)

EXPERIENTIA : Jurnal Psikologi Indonesia
"Experientia" merupakan istilah dalam bahasa Latin yang artinya "pengalaman". Jurnal ini selaras dengan metode transfer dan pengembangan ilmu pengetahuan yang menekankan pada pengalaman mahasiswa dan dosen belajar bersama. Berkala ilmiah ini dipublikasikan oleh Fakultas Psikologi Universitas Katolik Widya Mandala Surabaya. Jurnal ini memuat kajian/analisis/telaah/tinjauan empirik dalam ranah psikologi teoretik. Misi jurnal ini adalah "give psychology away"—mengutip kata psikologi menjadi ilmu yang sungguh-sungguh bermanfaat bagi kehidupan masyarakat (komunal).

ISSN: 2252-7702

[VIEW JOURNAL](#) | [CURRENT ISSUE](#) | [REGISTER](#)

Magister Scientiae
Magister Scientiae Terbit dua kali setahun pada bulan Maret dan Oktober. Jurnal ini memuat artikel hasil penelitian dan pengajaran. Jurnal ini pernah diterbitkan dalam media lain. Naskah diketik di atas kertas putih.



[Home](#) | [About](#) | [Login](#) | [Register](#) | [Search](#) | [Archive](#) | [Announcements](#) | [Editorial Board](#)

Beyond Words
A journal on applied linguistics and language education

E-ISSN 2338-6339

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[Journal Help](#)

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Search

Search Scope
All

[Search](#)

Home / Vol 4, No 2 (2016)

BEYOND WORDS

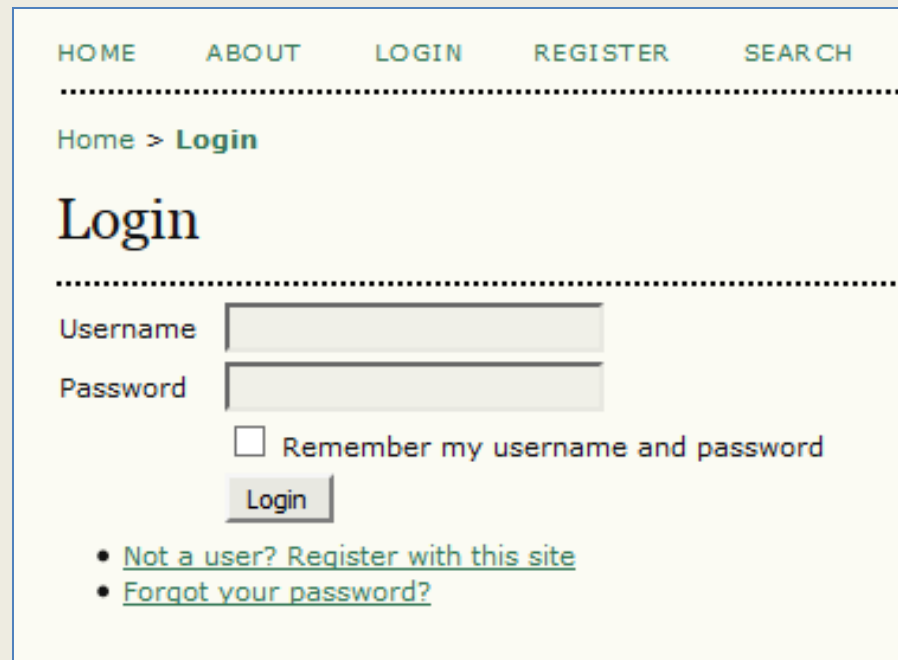
Beyond Words (eISSN 2338-6339 and pISSN 2460-6308) is published twice a year in May and November with articles around applied linguistics and language education. There are four sections perspectives, current issues, research reports, and book reviews.

Beyond Words indexed by:

[Google Scholar](#) [IPI](#) [ROAD](#) [SINTA](#) [Scopus](#)

Vol 4, No 2 (2016)

Klik LOGIN dan isikan username serta password sesuai dengan level pengguna



The image shows a web browser window with a login page. At the top, there is a navigation bar with links: HOME, ABOUT, LOGIN, REGISTER, and SEARCH. Below this, a breadcrumb trail reads "Home > Login". The main heading is "Login". There are two input fields: "Username" and "Password". Below the password field is a checkbox labeled "Remember my username and password". A "Login" button is positioned below the checkbox. At the bottom, there are two links: "Not a user? Register with this site" and "Forgot your password?".

HOME ABOUT LOGIN REGISTER SEARCH

Home > Login

Login

Username

Password

☐ Remember my username and password

Login

- [Not a user? Register with this site](#)
- [Forgot your password?](#)

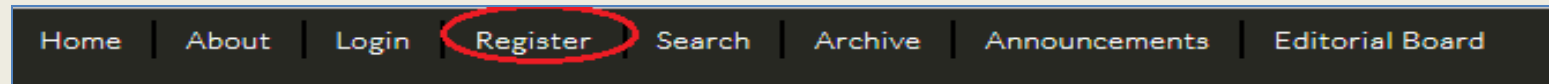
Administrasi Author

AUTHOR

- Author dapat mendaftarkan jurnalnya langsung melalui portal Jurnal masing-masing
- Author dapat mengirimkan naskah artikel melalui portal Jurnal (Submission)
- Author dapat mengetahui proses editorial jurnal dari naskah yang dikirimkan

AUTHOR

- Author dapat mendaftarkan jurnalnya langsung melalui portal Jurnal Paradigma. Klik Register ➔ Isikan lengkap terutama yang terdapat tanda * dan register sebagai Author



Profile

Username *

The username must contain only lowercase letters, numbers, hyphens/underscores.

Password *

The password must be at least 6 characters.

Repeat password *

Salutation

First Name *

Middle Name

Last Name *

Initials Joan Alice Smith = JAS

Confirmation ☐ Send me a confirmation email including my username and password

Register as

☒ Reader: Notified by email on publication of an issue of the journal.

☒ Author: Able to submit items to the journal.

* Denotes required field

AUTHOR MENGIKIR NASKAH

- Login sebagai Author

User Home

BEYOND WORDS

User Pages	Assign	Review	Edit	Frequent Tasks
Author		0 Active	0 Archive	[New Submission]

My Account

- » [Show My Journals](#)
- » [Edit My Profile](#)
- » [Change My Password](#)
- » [Logout](#)

AUTHOR MENGIKIR NASKAH

- Klik New Submission
- Ada **5 LANGKAH** yaitu Start, Upload submission, Enter metadata, Upload supplementary files, Confirmation

1. Start

2. Upload Submission

3. Enter Metadata

4. Upload Supplementary Files

5. Confirmation

Encountering difficulties? Contact [Graduate School of Widya Mandala Catholic University](#) for assistance (+6231 - 5678478).

AUTHOR MENGIRIM NASKAH LANGKAH PERTAMA

- Pilih Section yang sesuai dan centang semua checklist yang ada
- Klik Save and Continue

Journal Section

Select the appropriate section for this submission (see Sections and Policies in [About the Journal](#)).

Section * Research

Submission Checklist

Indicate that this submission is ready to be considered by this journal by checking off the following (comments to the editor can be added below).

<input checked="" type="checkbox"/>	The submission has not been previously published, nor is it before another journal for consideration (or an explanation has been provided in Comments to the Editor).
<input checked="" type="checkbox"/>	The submission file is in Microsoft Word document file format.
<input checked="" type="checkbox"/>	Where available, URLs for the references have been provided.
<input checked="" type="checkbox"/>	The text is single-spaced; uses a 12-point font; Times New Roman type font; employs italics, rather than underlining (except with URL addresses); and all illustrations, figures, and tables are placed within the text at the appropriate points, rather than at the end.
<input checked="" type="checkbox"/>	The text adheres to the stylistic and bibliographic requirements outlined in the Author Guidelines , which is found in About the Journal.
<input checked="" type="checkbox"/>	If submitting to a peer-reviewed section of the journal, the instructions in Ensuring a Blind Review have been followed.

AUTHOR MENGIRIM NASKAH

LANGKAH KEDUA

- Browse file artikel yang akan diupload
- Klik Save and Continue

Submission File

No submission file uploaded.

Upload submission file

Browse...

No file selected.

Upload

Ensuring a

Blind Review

Save and continue

Cancel


AUTHOR MENGIRIM NASKAH LANGKAH KETIGA

- Isi metadata yang ada, terutama yang bertanda * (mandatory)
- Jika pengarang lebih dari satu, klik Add Author
- Isikan judul artikel dan abstrak
- Klik Save and Continue

AUTHOR MENGIRIM NASKAH

LANGKAH KETIGA

Authors

First Name *	<input type="text" value="Harun"/>
Middle Name	<input type="text"/>
Last Name *	<input type="text" value="Alrasyid"/>
Email *	<input type="text" value="aronatari@gmail.com"/>
ORCID iD	<input type="text"/> <small>ORCID iDs can only be assigned by the ORCID Registry. You must conform to their standards for expressing ORCID iDs, and include the full URI (eg. http://orcid.org/0000-0002-1825-0097).</small>
URL	<input type="text"/>
Affiliation	<div><input type="text"/></div> <p>(Your institution, e.g. "Simon Fraser University")</p>

AUTHOR MENGIRIM NASKAH

LANGKAH KEEMPAT

- Upload file pendukung jika ada, misal data wawancara dll, jika tidak ada langsung lanjutkan ke langkah kelima
- Klik Save and Continue

Step 4. Uploading Supplementary Files

1. START 2. UPLOAD SUBMISSION 3. ENTER METADATA **4. UPLOAD SUPPLEMENTARY FILES** 5.

This optional step allows Supplementary Files to be added to a submission. The files, which can include (a) supplementary materials, (b) data sets, which comply with the terms of the study's research ethics review, (c) supplementary materials for readers, (d) figures and tables that cannot be integrated into the text itself, or other materials that are relevant to the study.

ID	TITLE	ORIGINAL FILE NAME
----	-------	--------------------

No supplementary files have been added to this submission.

Upload supplementary file

Browse...

No file selected.

Upload

Save and continue

Cancel

AUTHOR MENGIRIM NASKAH

LANGKAH KELIMA

- Konfirmasi pengiriman naskah
- Klik Finish Submission

Step 5. Confirming the Submission

1. START 2. UPLOAD SUBMISSION 3. ENTER METADATA 4. UPLOAD SUPPLEMENTARY FILES **5. CONFIRMATION**

To submit your manuscript to PARADIGMA click Finish Submission. The submission's principal contact will receive an acknowledgement by email and will be able to view the submission's progress through the editorial process by logging in to the journal web site. Thank you for your interest in publishing with PARADIGMA.

File Summary

ID	ORIGINAL FILE NAME	TYPE	FILE SIZE	DATE UPLOADED
1	<u>229-658-1-PB.PDF</u>	Submission File	153KB	02-06

Finish Submission

Cancel

Administrasi Editor

EDITOR

- Menu untuk Editor

BEYOND WORDS

User Pages	Assign	Review	Edit	Frequent Tasks
Editor	21 Unassigned	1 In Review	9 In Editing	[Create Issue] [Notify Users]

My Account

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EDITOR

Proses editorial yang meliputi:

- Membuat Volume dan Nomor terbitan
- Menerima artikel dari penulis
- Memilih Reviewer untuk sebuah artikel
- Menetapkan artikel yang diterima
- Mengatur publikasi jurnal dan penerbitan

EDITOR

Membuat Volume dan Nomor terbitan

- Klik Create Issue

Issue: ----- Future Issues -----

Identification

Volume

Number

Year

Issue identification ☒ Volume
☒ Number
☒ Year
☐ Title

Title

Description

Cover

☐ Create a cover for this issue with the following elements.

Cover image No file selected. [Use Save to upload file.](#)
(Allowed formats: .gif, .jpg, or .png)

Stylesheet No file selected. [Use Save to upload file.](#)
Uploaded: —

Cover caption

Display ☐ Do not display cover image thumbnail in issue listing.
☐ Do not display cover image prior to table of contents.

EDITOR

Proses Editorial dan Pengaturan Publikasi

- Ada 4 langkah untuk proses editorial naskah artikel yaitu Summary, Review, Editing dan Publish

Editor Home

Submissions

Unassigned (21) | In Review (1) | In Editing (9) | Archives

Filter Submissions

Title	▼	contains	▼	<input type="text"/>							
Submitted	▼	between	<input type="text"/>	▼	<input type="text"/>	▼	and	<input type="text"/>	▼	<input type="text"/>	▼
<input type="button" value="Search"/>											

EDITOR

Proses Editorial dan Pengaturan Publikasi

1. Klik Unassigned
2. Klik Judul artikel yang akan dipublikasi
3. Klik Add Self sebagai Editor
4. Klik Review dan pilih Accept Submission
5. Klik Editing, pilih nomor penerbitan
6. Klik Galleys dan pilih file untuk upload fulltext artikel
7. Klik Table of content dan klik Publish Issue

EDITOR

Proses Editorial dan Pengaturan Publikasi

Unassigned

[Unassigned](#) | [In Review](#) | [In Editing](#) | [Archives](#)

Filter Submissions

Assigned To: | In Section:

and




ID	Submitted	Sec	Authors	Title
826	07-28	Art	jurnal	Judul
828	07-28	BRW	Yuniarto	ASJASKSAJ
829	07-28	Art	Widyawati	qqqqqq
830	07-28	Art	Yuniarto	Komunikasi Antar Pribadi

1 - 4 of 4 Items

EDITOR

Proses Editorial dan Pengaturan Publikasi

Submission

Authors	Antonius Yuniarto 
Title	Komunikasi Antar Pribadi
Original file	<input type="text" value="830-2003-1-SM.ppt"/> 2016-07-28
Supp. files	None Add a Supplementary File
Submitter	Antonius Yuniarto 
Date submitted	2016-07-28
Section	Article Change to <input type="text" value="Article"/>  Record

Editors




	Review	Editing	Request	Action
None assigned				

[Record](#) [Add Section Editor](#) [Add Editor](#) [Add Self](#)

EDITOR

Proses Editorial dan Pengaturan Publikasi

Submission

Authors	Antonius Yuniarto 		
Title	Komunikasi Antar Pribadi		
Original file	830-2003-1-SM.ppt	2016-07-28	
Supp. files	None	Add a Supplementary File	
Submitter	Antonius Yuniarto 		
Date submitted	2016-07-28		
Section	Article	Change to Article 	Record

Editors

	Review	Editing	Request	Action
None assigned				

[Record](#) [Add Section Editor](#) [Add Editor](#) [Add Self](#)

EDITOR

Proses Editorial dan Pengaturan Publikasi

Select Editor

First Name contains

ABCDEFGHIJKLMNOPQRSTUVWXYZ All

Name	Journal Sections	Completed	Active	Action
<input type="button" value="admin jurnal"/>	—	0	1	<input type="button" value="Assign"/>

1 - 1 of 1 Items

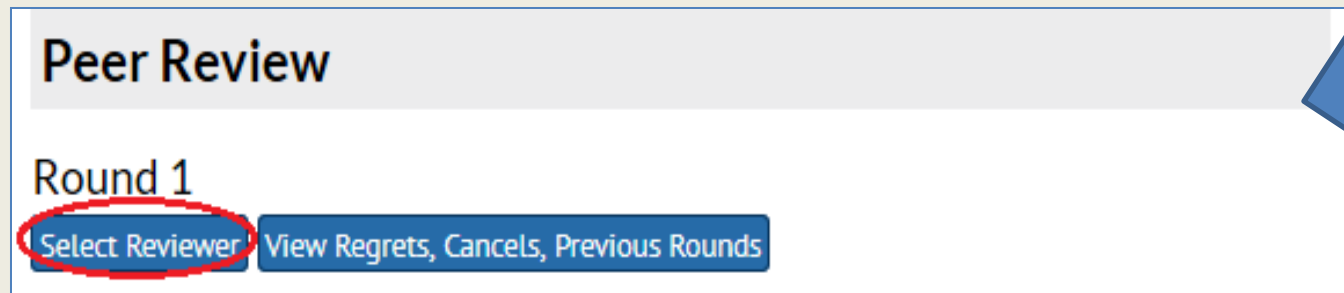
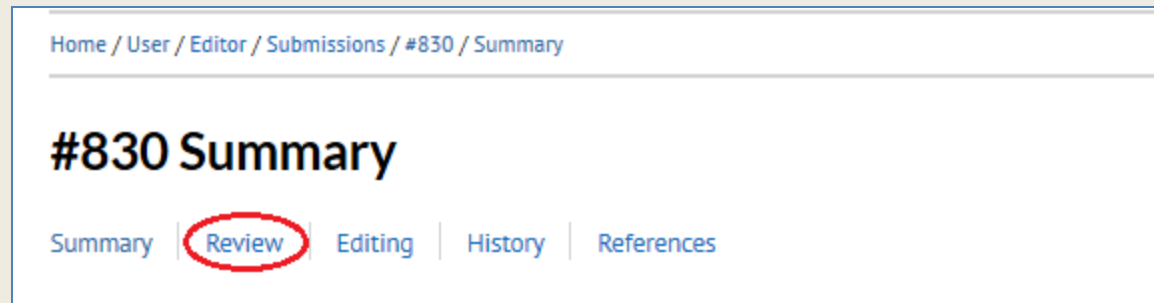
Editors

		Review	Editing	Request	Action
Editor	admin jurnal <input type="button" value="Calendar"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2017-05-10	<input type="button" value="Delete"/>

|

EDITOR

Proses Editorial dan Pengaturan Publikasi



EDITOR

Proses Editorial dan Pengaturan Publikasi

Reviewers

Select Reviewer

Reviewing interests contains

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All

|

Name	Reviewing Interests	Done	Weeks	Latest	Active	Action
admin jurnal		0	—	—	0	<input type="button" value="Assign"/>

1 - 1 of 1 Items

Notes

Name links to reviewer's profile.

Ratings is out of 5 (Excellent).







Weeks refers to average period of time to complete a review.

Latest is date of most recently accepted review.

Active is how many reviews are currently being considered or underway.

EDITOR

Proses Editorial dan Pengaturan Publikasi

Reviewer A	Admin Jurnal	Clear Reviewer								
Review Form	None / Free Form Review	Select Review Form								
<table><tr><th>Request</th><th>Underway</th><th>Due</th><th>Acknowledge</th></tr><tr><td></td><td>—</td><td>2017-06-07</td><td></td></tr></table>			Request	Underway	Due	Acknowledge		—	2017-06-07	
Request	Underway	Due	Acknowledge							
	—	2017-06-07								

Send Email

To	<input type="text" value="admin jurnal <perpus@mail.wima.ac.id>"/>
CC	<input type="text"/>
BCC	<input type="text"/>
	<input type="button" value="Add Recipient"/> <input type="button" value="Add CC"/> <input type="button" value="Add BCC"/>
	<input type="checkbox"/> Send a copy of this message to my address (perpus@mail.wima.ac.id)
Attachments	<input type="button" value="Browse..."/> No file selected. <input type="button" value="Upload"/>
Subject	<input type="text" value="[JMP] Article Review Request"/>

EDITOR

Proses Editorial dan Pengaturan Publikasi

ID	Submitted	Sec	Authors	Title	Peer Review			Ruling	SE
					Ask	Due	Done		
◇ 827	07-28	Art	Subandoro	Mengikut Pelatihan Jurnal Online	07-28	-37	—	—	PS
² 830	07-28	Art	Yuniarto	Komunikasi Antar Pribadi	05-10	—	05-10	—	aj
831	07-28	Art	jurnal	Integrating Service-Learning into the...	—	—	—	—	IA aj AY

EDITOR

Proses Editorial dan Pengaturan Publikasi

Notes

1. Highlighted items indicate action is required by an editor, labelled as follows:

¹ A Reviewer has been assigned but not notified by email

² All Reviewers have returned with their comments, but no decision is recorded

♦ Author has uploaded a revised manuscript




† Reviewer is overdue to confirm peer review invitation

◇ Reviewer is overdue to complete review

2. "Due" is filled in when reviewer accepts request to review; it displays number of weeks to review's due date or (-) weeks that it is overdue.

EDITOR

Hasil Review

Reviewer A	Admin Jurnal			
Review Form	None / Free Form Review			
	Request	Underway	Due	Acknowledge
	2017-05-10	2017-05-10	2017-06-07	1 
Recommendation	Accept Submission 2017-05-10			
Review	 No Comments			
Uploaded files				
	830-2250-1-RV.pdf	2017-05-10	Let author view file <input type="checkbox"/>	 2

EDITOR

Keputusan Editor

Editor Decision

Select decision

1

Choose One

Choose One

Accept Submission

Revisions Required

Resubmit for Review

Decline Submission

2

Record Decision

Decision

Notify Author

mail Record

No Comments

Review Version

830-2005-1-RV.ppt

2016-07-28

Author Version

None

Editor Version

None

Browse...

No file selected.

Upload

EDITOR

Keputusan Editor

Send Email

To

Antonius Yuniarto <toni@ukwms.ac.id>

CC

BCC

Add Recipient

Add CC

Add BCC

☐ Send a copy of this message to my address (perpus@mail.wima.ac.id)

Attachments

Browse...

No file selected.

Upload

Import Peer Reviews

EDITOR

Proses Editorial dan Pengaturan Publikasi



#830 Review

Summary | Review | **Editing** | History | References

Copyediting


Copyedit Instructions

Review Metadata

	Request	Underway	Complete	Acknowledge
1. Initial Copyedit		N/A	1 Complete	N/A
File: Request email cannot be sent until file is selected for copyediting in Editor Decision, Review page.				
2. Author Copyedit		—	—	
File:				
3. Final Copyedit		N/A	2 Complete	N/A
File:				

Upload file to ☒ Step 1, ☐ Step 2, or ☐ Step 3

No file selected.

Copyedit Comments  No Comments

EDITOR

Proses Editorial dan Pengaturan Publikasi


Scheduling

Schedule for publication in To Be Assigned Record

Scheduling

Schedule for publication in Vol 1, No 1 (2017) Record Table of Contents

Published May 10 2017 Record



EDITOR

Proses Editorial dan Pengaturan Publikasi

Layout

	Request	Underway	Complete	Acknowledge
Layout Version	N/A	N/A	N/A	N/A

File: None (Upload final copyedit version as Layout Version prior to sending request)

Galley Format	File	Order	Action	Views
None				

Supplementary Files	File	Order	Action
None			



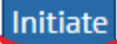
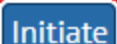


Upload file to ☐ Layout Version, ☒ Galley, ☐ Supp. files

No file selected.

Create remote ☐ Galley, ☐ Supp. files

EDITOR

Proses Editorial dan Pengaturan Publikasi

Proofreading				
	Request	Underway	Complete	Acknowledge
1. Author		—	—	
2. Proofreader		N/A	—	N/A
3. Layout Editor		N/A	—	N/A
Proofreading Corrections  No Comments 				

EDITOR

Proses Editorial dan Pengaturan Publikasi

Scheduling

Schedule for
publication in

Vol 1, No 1 (2017) ▼

Record

Table of Contents

Published

May ▼ 10 ▼ 2017 ▼

Record

Table of Contents

Issue Data

Issue Galleys

Preview Issue

Table of Contents

Article ↑ ↓

Authors	Title	Remove Proofed	
↑ ↓ Yuniarto	Komunikasi Antar Pribadi	<input type="checkbox"/>	<input type="checkbox"/>

Save

Publish Issue

EDITOR

Proses Editorial dan Pengaturan Publikasi

Scheduling

Schedule for publication in

Vol 1, No 1 (2017) ▼

Record

Table of Contents

Published

May ▼ 10 ▼ 2017 ▼

Record

Table of Contents	Issue Data	Issue Galleys	Preview Issue
<h2>Table of Contents</h2>			
Article ↑ ↓			
Authors	Title	Remove Proofed	
↑ ↓ Yuniarto	Komunikasi Antar Pribadi	<input type="checkbox"/>	<input type="checkbox"/>
Save	Publish Issue		

Administrasi Reviewer

REVIEWER

1. Login sebagai Reviewer
2. Selanjutnya reviewer akan menerima artikel yang akan direview seperti proses dibawah ini

Jurnal Mahasiswa Psikologi				
User Pages	Assign	Review	Edit	Frequent Tasks
Journal Manager				[Setup]
Editor	3 Unassigned	3 In Review	0 In Editing	[Create Issue] [Notify Users]
Author		2 Active	0 Archive	[New Submission]
Reviewer			1 Active	

REVIEWER

3. Klik judul artikel yang akan direview

Active Submissions					
Active Archive					
ID	MM-DD	Sec	Title	Due	Review Round
830	05-10	Art	Komunikasi Antar Pribadi	06-07	1
1 - 1 of 1 Items					

REVIEWER

4. Selanjutnya adalah 5 (lima) tahapan mereview artikel

Review Steps

1. Notify the submission's editor as to whether you will undertake the review.

Response

Will do the review

Unable to do the review
2. Click on file names to download and review (on screen or by printing) the files associated with this submission.

Submission Manuscript

830-2005-1-RV.ppt

2016-07-28

Supplementary File(s)

None
3. Click on icon to enter (or paste) your review of this submission.

Review
4. In addition, you can upload files for the editor and/or author to consult.

Uploaded files

None

Browse...

No file selected.

Upload

Ensuring a Blind Review
5. Select a recommendation and submit the review to complete the process. You must enter a review or upload a file before selecting a recommendation.

Recommendation

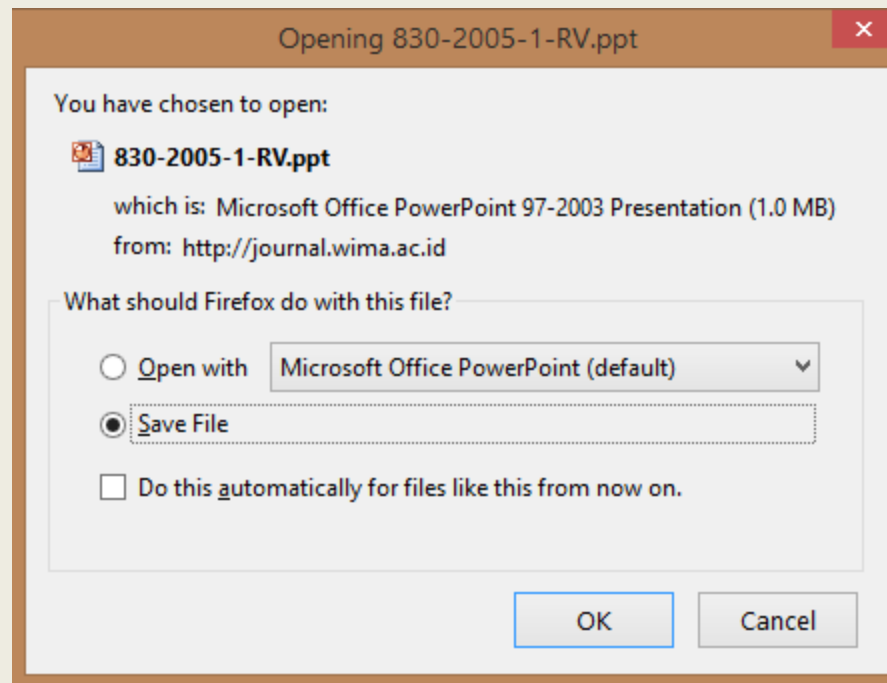
Choose One

Submit Review To Editor

REVIEWER

Langkah 1, respon email Editor

Langkah 2, unduh file naskah



REVIEWER

Langkah 3

3. Click on icon to enter (or paste) your review of this submission.



Review

No Reviews

Subject

Komunikasi Antar Pribadi

For author and editor

For editor

Save Close

* Denotes required field

REVIEWER

Langkah 4, unggah file hasil review

4. In addition, you can upload files for the editor and/or author to consult.

Uploaded files

830-2250-1-RV.pdf

2017-05-10

Delete

Browse...

No file selected.

Upload

Ensuring a Blind Review

REVIEWER

Langkah 5, keputursan Reviewer

5. Select a recommendation and submit the review to complete the process. You must enter a review or upload a file before selecting a recommendation.

Recommendation	<div>Choose One ▼</div> <div><div>Choose One</div><div>Accept Submission</div><div>Revisions Required</div><div>Resubmit for Review</div><div>Resubmit Elsewhere</div><div>Decline Submission</div><div>See Comments</div></div>	<div>Submit Review To Editor</div>
-----------------------	--	------------------------------------

REVIEWER

Langkah 5, keputursan Reviewer

Send Email

To

CC

admin jurnal <perpus@mail.wima.ac.id>

BCC

Add Recipient

Add CC

Add BCC

☐ Send a copy of this message to my address (perpus@mail.wima.ac.id)

Attachments

Browse...

No file selected.

Upload

Subject

[JMP] Article Review Completed

TERIMA KASIH